



Completing an Assignment in Tk20

Viewing the Assignment

1. From the **Pending Tasks** section in the **Home** tab, click on the assignment that you would like to complete.
2. This will open the assignment, where you can read all pertinent instructions. Pay special attention to instructions regarding the type of artifact you should attach to the assignment prior to its submission.

Creating and Attaching a New Artifact

1. Click on the **Artifact Wizard** icon on the right side of your screen
2. Select **"I would like to create a new artifact"** to create and attach a new artifact for this assignment.
3. Select the **Artifact Type** from the drop down menu.
4. If required, attach a file using the **Browse** button.
5. Enter a **Title** for your artifact; a **Description** is optional.



► Assignment Details

Select Artifact Type

Please Select the Artifact Type

File

Upload Document

To attach a document to your artifact, click on the Browse button and select your file from the file manager

Browse...

[Click to attach another file](#)

Artifact Details

Please upload your file using the 'Documents' tab.

Title*

Description

To Save and Exit, click **Save**.

To Submit your Assignment, click **Submit**.

To Save and attach another artifact, click **Next**.

To Exit without saving, click **Cancel**.

Save Submit Next >> Cancel

Attaching a Previously Created Artifact

If you have already created the artifact you intend to use prior to opening this assignment, you can attach it by following these instructions.

1. Select “**I would like to attach/submit a previously created and saved artifact**” to attach an artifact you have already created and saved in the system.
2. A list of previously saved artifacts will appear. You can narrow this list to the artifact type desired, by choosing it from the **View** dropdown.
3. Mark the radio button beside the appropriate artifact, then choose of the following options:

Assignment Details

Select Artifact

Please select your artifact from the list below.

View: All Artifacts
Search by Title:
Search

Title	Type	Last Update
<input type="radio"/> Article Review	File	2009-04-27
<input type="radio"/> Candidate's Review of Cooperating Teacher	Candidate's Review of Cooperating Teacher	2010-01-17
<input type="radio"/> Capstone Research Paper	File	2010-05-24
<input type="radio"/> EDU 301	File	2009-04-24
<input type="radio"/> Journal Entry	File	2009-04-24
<input type="radio"/> Lesson Plan	File	2010-01-17
<input type="radio"/> Lesson Plan - Phase 2	Lesson Plan	2009-04-15
<input type="radio"/> Review of Teacher Preparation Program	Review of Teacher Preparation Program	2009-04-24
<input type="radio"/> Textbook Summary Outline	File	2009-04-15

Save
Submit
Cancel

Submitting your Assignment

Once you have attached an artifact (new or previously created), you will have three options.

1. **Save:** You can click this at any time and return at a later time to finish the assignment.
2. **Submit:** This will submit your assignment for assessment.
3. **Cancel:** Use this to exit the assignment without saving any changes.

Help Resources

Online Tutorials:

Tk20 has step-by-step tutorials located by clicking **Help** in the upper right corner of the screen (except the login page). This will take you to a page where you may select the role that best describes you. Once you click on a role, you may view all resources available to that role by functionality.

Tk20 Unit Administrator:

Contact information can be found on the right side of your institution's Tk20 login page.